Committee on the Status of Women Event Checklist

Planning for the event:

- ☐ Decide upon topic
- ☐ Contact speaker(s) for willingness and availability
- ☐ Finalize date for event.
- ☐ Check about conflicting events on campus or similar events already planned by other campus groups
- ☐ Reserve the room for the event
- ☐ Reserve media equipment needed
- ☐ Order food and any needed supplies
- ☐ Make flyer and post to website to obtain a link
- ☐ Put event registration either on pipeline or events.wayne.edu
- ☐ Post printed flyer on campus locations
- ☐ Post on pipeline as a snippet
- ☐ Send an email announcement to all WSU
- ☐ Prepare evaluation for each event
- ☐ Print out registration form and name tags
- ☐ Print certificates of appreciation for speakers
- ☐ Assemble COSW gift bag or gift pack for speakers
- ☐ Pick up COSW promotional materials including table skirt and display at event
- ☐ Pick up COSW camera if needed

During the event:

- ☐ Staff welcome and registration desk
- ☐ Hand out evaluation forms
- ☐ Have someone take several photos at the event and send to person managing website
- ☐ Collect evaluation forms
- ☐ Compile data and email completed event report to COSW chair